



CHEMIST I

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of routine analytical and technical duties involved in the handling and analyses of the City's water quality including raw and treated water and/or raw sewage and industrial waste; and to ensure proper compliance with Federal, State and local requirements.

Supervision Received and Exercised:

Receives general supervision from the Laboratory Supervisor or from other supervisory or management staff, and functional supervision from Chemist II.

Essential Functions:

Duties may include, but are not limited to, the following:

- Coordinate sample receipt and sample log in to the Laboratory Information Management System (LIMS); ensure chains of custody (COC) and bottles are properly documented; prepare kits and COC's for subcontracting;
- Order supplies; perform bottle inventory; prepare bottles and bottle kits; dispose samples and maintain equipment maintenance files;
- Conduct a variety of chemical and biochemical tests including chlorine residual, turbidity, alkalinity, temperature, and pH;
- Calibrate, maintain and monitor various instruments and meters and perform preventative maintenance;
- Operate a variety of laboratory equipment including spectrophotometer, pH meters, turbidimeters, colorimeters, microscopes, balances, autoclaves, titrators, incubators, calculators, and computers;
- Prepare solutions, reagents and standards for various chemical analyses;

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- Maintain, clean, and care for laboratory equipment and materials;
- Maintain quality control records (coc's, logbooks, and laboratory workbooks), calculate data, enter data into LIMS database;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

One year of experience conducting chemical or biochemical analyses, receiving and processing samples, or related functions in a laboratory environment.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biology or directly related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

- Pack coolers with ice and samples
- Move and lift objects up to 65 lbs
- Operate computers, calculators and other office machines
- Reading and close vision work
- Exposure to chemical petroleum products, cleaning agents, fumes, etc.
- Other physical labor essential to the classification

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 213

Status: Exempt / Classified